



**US Army Corps  
of Engineers®**

# DVL Information Bulletin

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## **USACE Digital Visual Library (DVL): Guidance for Submitting Images**

**OVERVIEW:** The USACE Digital Visual Library (DVL) is a centralized program established to collect, process, display and distribute high quality images of US Army Corps of Engineers missions, programs, events and other related subject matter. All Divisions, Districts, Centers, Labs and FOA are encouraged to submit high quality photographs (film or digital) to the DVL. The DVL will catalog, digitize and display these images on the DVL INTERNET website at <http://images.usace.army.mil>.

All Images will be submitted through and cleared by the Public Affairs Offices at each Command and then forwarded to the DVL. In accordance with AR 25-1 and DA Pamphlet 25-91, the DVL will select those images which qualify as "record" images and they will be forwarded to the Defense Visual Information Center as record photography.

During FY99, the DVL will be expanded to include briefing slides (film or digital), computer graphics, video (tape or digital) and graphic art materials (artwork or digital). All Public Affairs and Information Management Offices will be notified when these visual products can be shipped to the DVL.

**GUIDELINES:** In addition to ER 25-1-91, the following guidelines are to be followed when selecting photographic images for submission to the DVL:

1. **Image media size/format.** In order of preference, 35 mm color transparency (slide), 35 mm color or black & white negative, 8" x 10" color or black & white glossy print, medium format transparency or negative (2 1/4" x 2 1/4" or 2 1/4" x 3 1/4"), large format transparency or negative (4" x 5" to 8" x 10"). Additional standards are listed in ER 25-1-91.

2. **Quality of Image.** All submissions should be the original transparencies, negatives or prints made from original transparencies or negatives. Images must be sharp and properly exposed and processed. Composition should be pleasing and accents the main objects in the image.

3. **Types of Images.** Ideal images are ones that show projects, events or personnel in their best light. All images that are placed on the DVL WEB site will be accessible to everyone with no restrictions on their use. These images should be the same images you would normally release to the media or to the general public. Examples: aerial photos of a completed project, ground views of major features of a project such as dams, powerhouses, locks, generators, fish ladders, spillways, camping/recreation areas, visitors centers, barracks, family housing, training and maintenance facilities and other civil, military and work for others projects; Coverage of special or historical events such as military campaigns, emergency operations, project dedications, change of commands, and special ceremonies; Images of Corps personnel at work such as environmentalists, on site inspectors, rangers interacting with the public, emergency operations workers, civil and combat engineers; Images of flood control, bank protection, dredging of rivers and harbors; Historical images showing memorable events, noteworthy persons, construction techniques, unique buildings and equipment.

4. **Quantity of Images.** First submissions to Library should be the most extensive. An ideal first submission should be four images for each major project or event. The following steps are to be taken when submitting images:

a. For each slide, negative or print submitted, please prepare ENG Form 5067-R, May 98, Digital Visual Library Image Information. All appropriate blocks must be filled out. Block 8 (Local File Reference) should be a corresponding number that is assigned to the slide, negative or print for identification.

b. All images should have some type of identification on them such as a corresponding image number, local file number and an office symbol of the submitting office. In the case of a negative or print, they should be in protective envelopes with the number on the outside of the envelope for easy identification. In the case of 35mm slides, the identification should be on the slide mount.

c. When filling out the ENG Form 5067-R, please do not leave blocks 1, 2, 3 4, 8, and 12 blank. These are necessary blocks of information that we must have for the database. All other blocks that apply should be completed when known.

5. **Shipment of images and forms.** Please mail or FEDEX (DVL pays for cost of FEDEX shipment) photographs and forms to:

US Army Corps of Engineers  
Portland District - CENWP-IM-V  
Visual Information Branch  
333 SW 1st Avenue  
Portland, OR 97208-2946

POC: Steve Smith  
Phone: (503) 808-5120

**NOTE:** All images sent to the DVL will be returned along with a Photo CD and printout of your scanned images for your use. All DVL services are free of charge.